



TOWN OF WILTON PLANNING BOARD MEETING APPROVED MINUTES

DATE: June 3, 2015
TIME: 7:30 PM
PLACE: Wilton Town Hall Courtroom

PRESENT: Wilton Planning Board Members: Chairman Alec MacMartin, , Neil Faiman, Vice Chairman Jeff Kandt, Marcie Kearns, Sara Spittel, Tracey Ewing (Alt), NRPC Representative Camille Pattison, Secretary Sorrell Downing, Board of Selectmen Representative Kermit Williams, Dawn Tuomala, Alison Meltzer.

WORK SESSION

Chairman MacMartin opened the meeting at 7:30 PM.

Excavation Renewal

Leighton White has requested to walk the property and meet with Matt Fish regarding the Excavation Renewal for E-17.

A MOTION was made by Mr. Kandt and SECONDED by Ms. Spittel to authorize Matt Fish to meet with Leighton White and walk the property at E-17.

Voting: 6 ayes, Ms. Ewing voting for Mr. Fish. Motion carried.

Review of Minutes from 05-20-15

- **Page 2, lines 10, 20, change to Minutes**
- **Page 2, line 31, change to following**
- **Page 2, line 29, “Ms. Kearns recused herself and moved...”**
- **Page 3, line 29, “pipe to be used”**
- **Page 3, line 39, add word “reverse” before 2% slope**
- **Page 3, line 18, add: “Mr. Faiman recused himself and sat in the audience”**
- **Page 4, line 2, change from Cramb to Cram**

- **Page 4, line 33, correct spelling of Alison**
- **Page 4, line 43, compete vs. complete**
- **Page 5, line 24, add in prorated in accordance to time spent.**
- **Page 5, line 25, add in splitting mileage based on applicants present at meeting.**
- **Page 5, line 28, Pattison**

A MOTION was made by Ms. Spittel and SECONDED by Ms. Kearns to approve the Minutes as amended.

Voting: 5 ayes, Mr. Kandt abstained. Motion carried.

Board Membership

Due to personal reasons, Mr. MacMartin will not be able to attend meetings in July and August of this year (2015). A replacement Chairman needs to be selected promptly.

Bart Hunter - Conservation

Mr. Hunter and Kristina from NRPC have been working on reviewing 40 or 50 “unknown” parcels to correctly classify them. They are in the very early stages of the data analysis but the budget does not allow for a lot of NRPC time. Mr. Williams suggested NRPC give the Conservation Commission specific tasks and timeline for the board members to divvy up as the assessing software with the proper information appears to be only on one computer at Town Hall. The Vision software only has the record cards and many are not up to date or do not have the information needed. Ms. Atwood supplied a list of current use which was helpful. Mr. Williams suggested the Conservation Commission spend some time with the town assessor to work through the list.

NRPC Map Review

Ms. Pattison brought a copy of the Town of Wilton Street Index and Town Facilities Map. Some time was spent clarifying the accuracy of the street names and classification of roads. Ms. Pattison will return to NRPC for edits.

Ms. Meltzer arrived at 8:00 PM.

Brochure for Starting a Business in Wilton

Ms. Pattison spoke with Mr. Shepardson while working in the Town Offices on June 1, 2015. Mr. Shepardson brought up many questions. This caused Ms. Pattison to revisit the “Change of Use” discussions that have continuously circled without an answer. The following was discussed:

- The brochure to have specific question and answer format.

- The brochure to have contact information; ZBA, Planning Board, Building Inspector
- The brochure to have procedures.
- The brochure to cite the Land Use Laws.

Ms. Pattison shared a rough outline of her brochure content.

Economic Development Chapter of Master Plan

Vision Statement:

The Town of Wilton will support a vibrant and diverse small business environment. Downtown Wilton will remain the cultural heart of the community, as well as its chief destination and gathering place, with opportunities for additional development located along the Route 101 corridor. Wilton will welcome new development consistent with the community's small town and rural character and job opportunities will be available at a diversity of skill levels. Wilton will promote itself as a destination and encourages growth that supports broad community objectives including those in agriculture, education, and hospitality and projects that preserve historic structures and landscapes or foster the arts. Broadband service availability will continue to be monitored to meet the modern needs of residents and support improved telecommuting options.

Mr. MacMartin questioned the use of the word “destination” and the Planning Board agreed to rewriting the sentence to remove “destination” and include “retail” as one of Wilton’s community objectives. Ms. Kearns agreed with Mr. Faiman’s earlier (meeting) statements that the vision statement should be put into the present tense. Mr. MacMartin stated this would require the Planning Board to change the other chapters of the Master Plan’s vision statements. The sentence regarding Broadband will be removed.

Economic Development Chapter:

- The headings need to be renumbered.
- The charts and graphs should be recolored so when printed in black and white they are easy to read.
- Citations need to be added to several charts/graphs
- Some of the source data is not accurate but this is due to the changes in census data collection
- Change Quadriga to Innovairre Communications on “Largest Employers” table
- Mr. Williams asked for clarification of part time employment. Many Wilton residents work part time at home.
- Ms. Spittel asked if for readability and comparison, that Wilton be highlighted on the Comparison Tables.
- Ms. Pattison will check to see why the data from Lyndeborough is missing from the Surrounding Communities section. Also, Ms. Pattison will find the missing data from Hollis.

- **HOMEWORK FOR BOARD:** Think about “Strength’s and Opportunities” and “Challenges and Threats”

Other Business:

Alison Meltzer

Ms. Meltzer asked the Planning Board if an energy section could be added to the Master Plan. According to *NH RSA 674:2 (n) An energy section, which includes an analysis of energy and fuel resources, needs, scarcities, costs, and problems affecting the municipality and a statement of policy on the conservation of energy*, this is allowed.

Ms. Meltzer will bring the thoughts, recommendations, ideas of the Economic Development chapter/vision statement and the discussion about the brochure to the Main Street Association meeting Monday for input.

Ms. Meltzer departed at 9:35 PM

NRPC Office Hours

Ms. Pattison held office hours at the Town Hall on June 1, 2015 from 10:00 AM - 2:00 PM. Ms. Pattison to hold office hours again June 15, 2015 from 10:00 AM - 2:00 PM.

Uplift Charges for Joas

The Joas case paid a \$500 escrow in addition to fees included in the application (around \$1200) to cover administrative costs. The NRPC hours were a bit less than the \$500 and without uplift, the Joas should receive a \$40.10 refund.

A MOTION was made by Ms. Ewing and SECONDED by Ms. Spittel to waive the uplift charge for NRPC time for the Joas case.

Voting: 4 ayes, Mr. Williams and Ms. Kearns abstained. Motion carried.

Paperwork was signed for Donna Joas to receive a \$40.10 refund from NRPC Escrow.

Fee Schedule and Tracking

It is currently difficult to see if the new Fee Schedule and tracking system is working well due to the lack of applications being submitted.

The NRPC escrow submittal/timing needs to be addressed. The applicant seeks the approval of NRPC without having paid the escrow.

Provost Trust

Ms. Pattison was expecting a completed application from Mr. Hammer by 05-29-15 which would give her enough time to review and make recommendations to the applicant. Mr. Hammer submitted two maps but the application was incomplete. There was some back and forth conversations via email as to what is needed and when but Mr. Hammer still was not clear on the procedures.

A MOTION was made by Mr. Faiman and SECONDED by Mr. Williams to instruct Ms. Pattison to tell the applicant that applications can not be received after the deadline.

Voting: 6 ayes. Motion carried unanimously.

Mr. MacMartin advised Ms. Pattison to not review the application until the account has been opened (escrow paid). However, this is contrary to current procedures and timelines and needs to be discussed further.

Roam Café Deck

To be discussed at a later date, the prospective applicant has decided to wait.

By-Laws

To be discussed at a later date.

A MOTION was made by Ms. Spittel and SECONDED by Ms. Kearns to adjourn the meeting.

Voting: 6 ayes. Motion carried unanimously

Chairman MacMartin declared the meeting adjourned at 10:15 PM.

Respectfully Submitted,
Sorrell Downing
Secretary